



HEALTH SERVICES CONSULTANT 2 (Non-permanent)

\$3,079 - \$3,940 per month (range 49)

CLOSES: Open Until Filled. Early application encouraged.

LOCATION: There is a **non-permanent** opening in Lacey with the Community Health Services (CHS) division. This opening is a full-time and is not covered by a union bargaining agreement. **The appointment is expected to last until June, 2007.**

WHO MAY APPLY: This recruitment is open to all candidates who most closely meet the **PREFERRED QUALIFICATIONS.**

DUTIES:

- Reviews and provides feedback on CHS grant applications
- Reviews, analyzes and presents summary for discussion to the CHS team on internal and external reports
- Lead administrative functions for approximately 37CHS contractors
- Identifies issues, trends and provides technical assistance to assigned contractors and reports to the CHS Team findings and recommendations
- Prepares pre and post site visit tools documenting all trends, finding and interventions
- On- site review, analysis and discussion of CHS records for contract compliance
- Participates in the research and discussion of medical best practices, standards of care and practice
- Assist the team in data analysis by providing insight and data on the assigned contractors

PREFERRED QUALIFICATIONS:

A Bachelor's degree in healthcare administration, public health, public administration, nursing, or a healthcare related field AND three years of professional management or consultative experience in a health service program.

Additional consideration will be given to individuals with a Master's degree in healthcare administration, public health or healthcare related field AND one year of professional management or consultative experience in a health services program.

Candidates may apply by submitting the following packet of information:

1. A letter of interest with a detailed description of your educational background and experience in any of the areas listed in the DUTIES and PREFERRED QUALIFICATIONS;
2. A résumé or completed WA state application form listing names of employers, dates of employment, and degree(s) attained;
3. A minimum of three employment references, two supervisors and one peer;
4. The reference authorization form.

Application Process:

Send to:		
Mailing Address	Email Address and Fax	Contact Information
Health Care Authority Human Resources Office PO Box 42698 Olympia WA 98504-2698	Please use: <u>Health Services Consultant 2 in</u> the subject line <u>hrmb@hca.wa.gov</u> Fax: (360) 923-2604	Patti Scherer-Abear (360) 923-2734 TTY: (360) 923-2703

REFERENCE AUTHORIZATION FORM

To Whom It May Concern:

I, _____, authorize the Health Care Authority to contact my current and/or previous employers and anyone else appropriate in establishing my qualifications for the purposes of verification and reference. I knowingly and voluntarily release the State of Washington Health Care Authority, its individual employees, and all my former or present employers and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the department's request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the department requests. This authorization includes review of state employee personnel files.

Date _____ Printed name of applicant _____

Applicant's signature _____

Where did you hear about this job? HCA ☐ DOP ☐ Newspaper ad ☐ Mailing ☐ Associate ☐

NOTE: A photocopy of this information shall be as valid as the original.

The Health Care Authority vigorously pursues diversity in the workforce. Women, racial and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons of disability needing assistance in the application process may call the Health Care Authority Human Resources Office at (360) 923-2819 or TTY (360) 923-2703. Applicants needing this announcement in an alternate format should contact our ADA Coordinator at (360) 923-2805 or TTY (360) 923-2701.